

## **Session July 2014-June 2015**

### **Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell) Govt. Nagarjuna PG College of Science, Raipur 492010, CG.**

#### **FIRST MEETING**

Date: 15 July 2014

Chair: Dr Kalpana Sharma, the Principal

Coordinator: Dr Seema Gupta

Attended by teaching Faculty, Heads of departments, Sports, Coordinators of NSS, NCC, Red Cross, Autonomous Cell, Women Harassment Cell,

Agenda:

- Preparation of  
AQAR  
Discussions and  
Resolutions:
- Reading out and approval of the minutes of the last meeting by the coordinator.
- Discussions on the AQAR format, the data and information to be collected and submitted to the IQAC by 19 July 2014.
- It was resolved that enhancement of computer skills was to be taken up urgently.
- The suggestions given in the NAAC report were to be implemented.
- It was resolved that the entire college would work in concord to develop and improve the college.

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#### **SECOND MEETING**

Date: 8 August 2014

Chair: Dr SVK Prasad, the Principal

Coordinator: Dr Seema Gupta

Attended by the IQAC members

## Agenda:

- Approval of AQAR
- Discussion of Academic Plan 2014-15
- Discussion on Future Plans

## Discussions and Resolutions:

- Approval of AQAR
- It was resolved that copies of the NAAC report would be given to the heads of departments, faculty, sports officer, librarian for discussion.
- Industrialist OP Ojha suggested that the campus should have Wifi and a Solar System. It was decided that a committee would take up the responsibility.
- It was resolved that BSc Ist year should have Surprise tests, remedial classes, assignments, tutorials, seminars, special classes for both weak and brilliant students.
- Resolved that research should be promoted by lessening the periods of those professors who are pursuing PhD. It was resolved that a proposal would be sent to the Executive Council for a contingency fund, which could be given by the *Janbhagidari Samiti* to research scholars to promote research.
- It was decided that a copy of published research papers by faculty members would be given to the AQAC, IQAC, Library and department.
- Each member had to publish two research papers, attend at least two conferences and each department had to organize a conference.
- The principal suggested that a one day conference on Quality Education would be organized. The departments of Microbiology and Biochemistry would coordinate with the Botany department and Biotechnology would coordinate with the Zoology department.
- It was resolved that the campus had to be kept clean, and dustbins would be kept in each wing.
- Separate sections for English medium students would be a good initiative.
- It was decided that a proposal for special coaching for JRF-CSIR, NET, SLET would be sent to the UGC.

- Resolved that an Academic Audit and Green Audit would be conducted.
  - Future plans would be submitted.
  - A formal vote of thanks ended the meeting.
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### **THIRD MEETING**

Date: 29 November 2014

Chair: Dr SVK Prasad

Coordinator: Dr Seema Gupta

Attended by IQAC members and Faculty members

Agenda:

- Review of AQAR to be sent to NAAC
- Future plans Discussions and

Resolutions:

- Discussions were held on how to enhance Research Activities, use of the Library, Remedial Course, Vocational Training Programs and Feedback.
  - It was resolved that Departmental Activity Calendars would be planned and followed by each department.
  - Staff Club was founded.
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### **FOURTH MEETING**

Date: 6 December 2014

Chair: Dr SVK Prasad, the Principal

Coordinator: Dr Seema Gupta

Attended by lab technicians

Agenda:

- Skills of lab technicians and other staff

Discussions and Resolutions:

- Resolved that duties would be allocated for the following: maintenance of the office, department and labs; purchase; issue of material; stock

verification; updation; and other duties.

- It was emphasized that the behaviour of the staff towards the students had to be polite and cordial.
- Computer knowledge for support staff is necessary and so it was decided that the staff would be guided to learn and update their computer skills.

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## **FIFTH MEETING**

Date: 26 February 2015

Chair: Dr SVK Prasad, the

Principal Coordinator: Dr Seema  
Gupta

Attended by the Registrar and Support Staff (Class III and IV)

Agenda:

- Duties and responsibilities during

examinations Discussions and Resolutions:

- The Principal expressed his concern about the welfare of the sub staff and said that the Service Books and GPF Passbooks had been updated and if not for some employees, it would be done immediately. He motivated the staff to work sincerely.
- The Registrar, SM Patil asked the staff to help facilitate smooth coordination during the upcoming Annual Examinations of the college.
- It was resolved that the cleanliness of the classrooms and the campus; supply of clean water during the examinations